

# Daily Attendance Form Sample Excel Sheet

The **daily attendance form sample Excel sheet** is a practical tool designed to efficiently record and track employee attendance on a daily basis. It includes customizable columns for dates, employee names, check-in and check-out times, ensuring accuracy and easy data management. This template streamlines attendance monitoring for businesses of all sizes.

Daily Attendance Record

Date	Employee ID	Employee Name	Check-In Time	Check-Out Time	Status	Remarks
2024-06-01	EMP001	Jane Doe	09:04 AM	05:15 PM	Present	
2024-06-01	EMP002	John Smith	09:12 AM	05:18 PM	Present	Late Arrival
2024-06-01	EMP003	Maria Lee			Absent	Sick Leave